



## Complaint / Incident Form

Your Name:

Address:

Mobile:

Email address:

Is this a complaint / incident about a DMCC service or policy? YES NO

If yes Program/Event/Policy Name:

Is this a complaint / incident that involves the actions of a DMCC staff member or volunteer? YES NO

When did the incident occur? Date: Time: am/pm

Where did it occur?

Who was Involved?

Description of Incident (What Happened?)

Were there any witnesses? ☐ Yes ☐ No (If "Yes", please provide details below)

Name: Contact Number:

Name: Contact Number:

What outcome would you like to see?

Name (please print):

Signature:

Date:

*Please return this form to the Cottage Manager at Deans Marsh Community Cottage – [coordinator@deansmarshcottage.org.au](mailto:coordinator@deansmarshcottage.org.au) or via post to the Chairperson – 10 Pennyroyal*

*Valley Road, Deans Marsh VIC 3235. The Cottage Manager or Committee Member will be in touch with you regarding the complaint or incident.*